

Executive Officer II (Ref: 2600800)
Department of Health and Physical Education

The appointee will provide administrative and project support to the Department in research-related matters. Duties include servicing the Departmental Research and Development Committee; coordinating research grant applications and related administrative processes; supporting research activities and initiatives; maintaining research records and databases; preparing papers, reports and proposals; liaising with internal and external parties; monitoring project timelines and deliverables; providing administrative support to postgraduate programme matters and the Learning and Teaching activities; and performing any other duties as assigned by the supervisor(s).

Applicants should have a recognized Bachelor's Degree with several years of relevant post-qualification working experience in the tertiary education sector, preferably with administrative experience in research and grant support, and programme coordination. They should have a strong command of both written and spoken English and Chinese, including Putonghua; good organizational, communication and interpersonal skills; and the ability to work independently and under pressure. They should also be proficient in computer applications. Relevant experience in committee servicing, research grant administration, student administration and quality assurance matters will be an advantage. Immediate availability is preferred.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](#) and upload a full CV on or before **29 September 2026**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsoff/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

EdUHK is an Equal Opportunities Employer.

